**OCIO Digital Annex**

April 2021 Update

This OCIO Digital Annex supports the Government of BC in adopting a coherent, enterprise approach to funding and governing technology. It is designed to help effectively implement government’s vision and mandatory policy on Information Management and Information Technology Management ([CPPM Chapter 12](https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/im-it-management)), government’s [Digital Principles](https://github.com/bcgov/Digital-Principles), and government’s [Service Standard (draft)](https://github.com/rumoncarter/Service-Standard).

The answers to the Digital Annex questions will help form the Digital Investment Office assessment of the funding requests and therefore project teams may wish to start considering them while preparing their cases. The Digital Annex does not have to be finalized at the time the case is submitted, but project teams may find it useful to start considering the questions while the case is being prepared. The Digital Support Team will be available and assist in completing the annex as part of the digital review process.

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| **Project information** | | | | |
| **Sector/Ministry/Division** | |  | **Project Name** |  |
| **Accountable lead** | | (Person with the delegated authority to approve this project.) | | |
| **Copperleaf C55 link** | |  | | |
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| **Digital REview: Portfolio Considerations**  *Is this related previous investment and what are outcomes, learnings. Roadmaps/Strategies* | | | | |
| * Is this project related previous investments? If so, what outcomes are you building on and what learning has been applied? * Is this project related to any Roadmaps or Strategies? | | | | |
| **Digital Review: Alignment with Digital FrameWORK and Digital Principles**  *What is the approach to implementing Digital Principles?* | | | | |
| * Describe project alignment with the Province’s strategic direction for digital government?   + Ex. Digital Principles, the Digital Framework and Ministry strategies. | | | | |
| **Digital Review: Best Practices**  *What are the project’s approaches to implementing digital best practices?* | | | | |
| * Describe what best practices and standards you are working to align with.   + Ex. Government policy, web standards, site reliability. * Describe your project team. Do you have a knowledgeable product owner? * What is your approach to technical architecture decisions? * What are the planned approaches related to change adoption, architecture, cloud readiness, dependencies/relationships, application lifecycle, security, dependencies, integrations, audit/logging? * What technology/systems are in place today? How are they anticipated to change? * What is your approach to hosting decisions? * What is the expected impact of implementing the solution from technology perspective?   + Ex. Reduction in MTTR, SLAs, Improved Monitoring, More Frequent Delivery, Cost Reduction Etc. | | | | |
| **Digital Review: Common Capabilities, Re-Use and Scalability**  *….* | | | | |
| * Demonstrate approach to re-use and scalability including common capabilities.   + Ex. Within government, has the problem or components of the problem already been solved in a relevant way?   + Have other projects achieved results using a similar framework or solution? If so what? * Describe collaborations with other teams | | | | |
| **Digital Review: Data Considerations**  *What is the…?* | | | | |
| * Describe data custodianship considerations including sources of authoritative data for your solution (e.g., Pharmanet data). * Describe your approach to data sharing, including enterprise, public and open data. * Explain your strategy for data quality, data lifecycle, and data integration. Indicate any relevant data standards. | | | | |
| **Digital Review: Site Reliability Engineering (Operations)**  *What are the decisions being made to ensure ongoing delivery of value over time?* | | | | |
| * Describe approaches to ongoing support and updates, resourcing/in-house talent, funding, capacity/growth expectations and accommodation, SLA/SLO. * Describe your approach to growing in-house expertise to deliver continuous improvements (i.e., not relying on contracted resources). * Describe your approach to technical change management. * Describe the due diligence you have considered for your solution with regards to sensitive information (e.g. FRCR, PIA, STRA). List any unmitigated risks that remain for the anticipated solution. | | | | |
| **DIGITAL Review: Procurement and Commercial Considerations**  *What are the approaches regarding market engagement and testing, vendor proposition, procurement, contract, IP etc.* | | | | |
| * Has a RFI and Market scan been completed? * What procurement model has been chosen?   + Ex. Sprint with us, Open tender, Limited tender, Standing offer, Other * Describe investment risk.   + Ex. Do investment decisions enable easy pivot from the investment vs. vendor contracts that lock-in technology or cost? | | | | |
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| **Digital Annex Contributers** | | | | |
| **Project Team Participants** |  | | | |
| **Digital Support Team Participants** |  | | | |
| **Ministry Signoff**  *Email is sufficient* | | | | |
| **Name, Position** |  | | | |